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| **Robert smith**  **Customer Service Supervisor** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I want to submit my job application for the role of Customer Service Supervisor available with your organization. Working as a customer service representative for 3 consecutive years has helped me polish my technical abilities and soft skills to successfully manage a customer service team. I have effectively interacted with difficult customers and managed to achieve positive feedback from them.

I have developed the strength of diagnosing problems, understanding pain point areas, and identifying the root causes. Therefore, I have managed to facilitate 20% depletion in unsolved customer queries. I have constantly worked upon acquiring a good grip on my professional communication, organizational, and leadership skills.

All the skills mentioned above have allowed me to become a Customer Service Supervisor and make me an ideal match for your organization. I would like to thank you for appraising my cover letter. You can overview my educational qualification and other insights from the enclosed resume.

Sincerely,

[Your Name]